



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	NUTRITIONIST CONSULTANT (Multiple Positions)
Posting Number	PN# 111537
Department	Health & Human Services Department
Division	Neighborhood Services
Section	WIC Program
Reporting Location	8000 N. Stadium Dr. 3 rd Floor
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES

Oversees, plans, analyzes and monitors the delivery of health nutrition services for the Health Department and the community.

CORE FUNCTIONS

- Functions as the site supervisor for the assigned WIC site (s) and surrounding community.
- Performs facility and personnel management duties.
- Determines program eligibility of WIC applicants.
- Established staffs work schedules, extended hours of operation, task assignments consistent with local agency objectives.
- Monitors patient flow, show rates, appointment scheduling, task assignments and client satisfaction to optimize WIC services to clients.
- Participates in quality assurance activities.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's of Science degree in Nutrition or Dietetics; and the successful completion of an internship, which meets the approval of the A.D.A.

MINIMUM EXPERIENCE REQUIREMENTS

Four years of experience as a nutritionist, dietician, teacher, or home demonstration agent (county agent) are required. An additional one year of experience may be substituted for the above indicated internship requirement. A Master's degree in Dietetics or Nutrition may be substituted for two years of the experience requirement.

MINIMUM LICENSE REQUIREMENTS

- Must have a valid Texas driver's license and comply with the City of Houston's policy on driving (AP2-2).
- Registration with the American Dietetic Association (RD) is preferred. Depending on assignment may require both Registration (RD) and state of Texas licensure (LD), if working in areas involving Medicare/Medicaid reimbursement.

PREFERENCES

- Bilingual (Spanish) and WIC experience.
- Ability to communicate effectively with individuals/groups both orally and in writing. Experience with Microsoft Office Word, Excel and Outlook are highly desired.
- Periodic travel among WIC locations is required.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

GRANT FUNDED POSITION

This position is dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 19
\$1,094- \$2,021 Biweekly \$28,444 - \$52,546 Annually

OPENING DATE

June 28, 2006

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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